

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OP/BS-	
1. TITLE OF REPORT (if a fill-in report include Form No.) COMPARISON REPORT OF AGENCY SUGGESTION AWARDS PROGRAM AGAINST OTHER GOVERNMENT AGENCIES						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)		
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 6		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 4		
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT None		
		<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.				
		<input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report) SAC Staff				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) NA			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-13/10	\$10.48	1 1/2		\$15.72	1		\$15.72
GS-08/2	\$ 4.45	1/2		\$ 2.22	1		\$ 2.22
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$17.94	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>This is the type report that top Agency Management has found desirable for information purposes. The Deputy Director for Support has, during some years, prepared a memoranda to the Executive Director for inclusion of such data which in turn has been covered at the Executive Group Staff Meeting. We have also included the data for publicity in employee bulletins and newsletter publications. First report was initiated in October 1967.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						STAT	
16. DATE OF INVENTORY		15. EXTENSION					
8 October 1970							